

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(8/08)

Description of Position	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TITLE OF POSITION: <u>Communication System Operator (DEM)</u></td><td style="width: 50%;">CLASSIFICATION CODE: <u>02409500</u></td></tr> <tr> <td>SALARY RANGE: <u>316A/\$35,121-\$38,277 Annually</u></td><td>REFERENCE POSITION NO.: <u>1735-10300-31* & 51</u></td></tr> <tr> <td>Department or Agency Name: <u>Environmental Mgmt.</u></td><td>APPLICATION PERIOD: <u>10/11/11-10/18/11</u></td></tr> <tr> <td colspan="2">Division/Section/Unit: <u>Law Enforcement</u></td></tr> <tr> <td colspan="2">Assignment(s) / Comments: _____</td></tr> <tr> <td>Shift and Days: <u>Days off /Shifts</u></td><td>Subject to Seniority: _____</td></tr> <tr> <td colspan="2">Job Location: <u>Providence</u></td></tr> <tr> <td colspan="2">Restrictions/Limitations: <u>*LWOP of Incumbent (Pos. #31)</u></td></tr> <tr> <td colspan="2">Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No _____</td></tr> <tr> <td colspan="2">Name of Bargaining Unit Union: <u>Council 94 AFSCME, Local 2881</u></td></tr> <tr> <td colspan="2">There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</td></tr> <tr> <td colspan="2">* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</td></tr> </table>	TITLE OF POSITION: <u>Communication System Operator (DEM)</u>	CLASSIFICATION CODE: <u>02409500</u>	SALARY RANGE: <u>316A/\$35,121-\$38,277 Annually</u>	REFERENCE POSITION NO.: <u>1735-10300-31* & 51</u>	Department or Agency Name: <u>Environmental Mgmt.</u>	APPLICATION PERIOD: <u>10/11/11-10/18/11</u>	Division/Section/Unit: <u>Law Enforcement</u>		Assignment(s) / Comments: _____		Shift and Days: <u>Days off /Shifts</u>	Subject to Seniority: _____	Job Location: <u>Providence</u>		Restrictions/Limitations: <u>*LWOP of Incumbent (Pos. #31)</u>		Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No _____		Name of Bargaining Unit Union: <u>Council 94 AFSCME, Local 2881</u>		There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions		* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
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General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 																								
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Within the Division of Enforcement, to operate (on an assigned shift) a department-wide 24 hour communication system involving the collection, processing and dissemination of police/enforcement information and data relative to violations of laws, rules and regulations subject to enforcement of department personnel; to operate a Two-way radio system and a computer terminal as part of such a communication system as well as receive and log in telephone calls and other inquiries; to process and maintain police/enforcment records and files and to maintain their confidentiality; and to do related work as required.</p>																								
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: graduation from a senior high school including or supplemented by the completion of an elementary course in radio receiving and transmitting; and Experience: Such as may have been gained through: employment as a radio dispatcher, teletype operator, or radio technician as part of an overall communicaiton syste.</p> <p>Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>																								
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> RIDEM/DOT Human Resources Service Center 235 Promenade Street, Room 350 Providence, RI 02908 </td> <td style="width: 50%;"> Telephone #: <u>222-2774</u> Fax #: _____ TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf) </td> </tr> </table> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> </div>	RIDEM/DOT Human Resources Service Center 235 Promenade Street, Room 350 Providence, RI 02908	Telephone #: <u>222-2774</u> Fax #: _____ TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)																						
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER